



# So you're planning a .....

## Block Party

Please keep the following things in mind as you begin planning your Block Party. Being informed about the process will help you organize and execute an effective event that is enjoyable for all those involved.

1. **Residential streets may be closed for three to four hours to hold a neighborhood party involving residents in a block or specific area. Residents are encouraged to contact the Police Station in their area for advice and support on organizing a safe event.**

Patrol North	Patrol East	Patrol West	Patrol South
350-3400	350-3420	350-3460	350-3440

2. **Individuals organizing the Block Party will need to collect signatures from all residents whose driveway access will be closed during the Block Party. No special form is needed.** The purpose is to notify and obtain permission from the residents for the street closure.
3. **Along with signatures, party organizers must provide the name of a contact person and the date, time and location of the block party.** The party requesting the street closure is responsible for any damages to people or property.
4. **The signatures and block party information may be delivered in person, sent by mail, or faxed to the City Manager's Office at least five days prior to the event.**

City Manager's Office, City of Wichita  
City Hall – 13th Floor  
455 N. Main  
Wichita, KS 67202  
Phone: 316-268-4351  
Fax: 316-268-4519

5. **A letter of confirmation will be returned to the sender. Police, Fire, and Transit Departments will be copied on the confirmation letter for their information.**
6. **Residents are responsible for renting or borrowing the necessary barricades and flashers to close the street.** The City does NOT provide barricades. In addition, the City authorizes only the use of regulation barricades. (No vehicles, bales of hay, rope, etc.)

The Division of Arts & Cultural Services is available to assist you and answer any other questions you have regarding planning your event. Call 316-303-8630 or e-mail [Cslark@wichita.gov](mailto:Cslark@wichita.gov) for more helpful tips.